



GREENE KING

BURY ST EDMUNDS

Be Safe, Legal and Compliant

Food Safety Record Book



INSPECTION PLAN APPROVED
Reading Borough Council

Buffets must be recorded in the separate Buffet Record Book

Pub Name:

Pub Number:

Period Number:

I have checked this book for standards of completion

Signed:

Date:
/ /

Comments:

Once complete, please archive me in a safe place for 6 months

Guidance Notes - Food Safety Record Book

This Food Safety Record Book is designed to show due diligence and keep all daily and weekly paperwork in one place. Its objective is to maintain food safety within our businesses.

The Record Book must be completed as indicated daily and weekly in order to maintain the necessary food, health and safety standards, due diligence and legal compliance.

Completion of this book is compulsory.

General Manager Accountabilities

1. To ensure all team members are coached and trained on the completion of the Record Book.
2. Check the kitchen daily to ensure the team are completing the diary entries correctly, once they have completed a task.
3. Review standards of cleaning on a daily and weekly basis.
4. Ensure any corrective remedies are documented, actioned and completed,
5. Ensure all maintenance is reported and followed through
6. Identify and circle any errors in record keeping and documenting the action in the Record Book to prevent recurrence -manage your team.
7. Sign & date weekly check sheet where indicated.

The General Manager is responsible for ensuring the Duty Manager completes their duties.

Duty Managers Responsibilities

1. Check the kitchen throughout your shift
2. Report any critical kitchen maintenance as soon as possible
3. Check and record the end of night close-down check – before you send the chefs home
4. Sign & date daily and weekly records where indicated.
5. Comment on what you have found each day – Good or otherwise
6. All Duty Managers to ensure probes are in working order and the team are completing regular documented food temperature checks

Kitchen Team Responsibilities

1. Complete the entries in the Record Book daily and weekly where indicated and initial to indicate completion.
2. Ensure you check and record all temperature checks and delivery temperatures.
3. Ensure all repairs and issues are noted within the Record Book and escalated to the Duty Manager.
4. Ensure all cleaning is completed and recorded.
5. Ensure all checks are completed and to the required standard.

Note – if any issues are found – YOU must take corrective action immediately.

HAZARD analysis

NOTES TO ENFORCEMENT OFFICERS

Greene King is the food business proprietor and has a Primary Authority Partnership with Reading Borough Council.

The Premise licence will identify the correct operating business.

The manager has been trained by Greene King in the use of this food safety management system.

The manager is responsible for implementation of this system within their business.

All kitchen staff are trained to level 2 food safety.

The implementation of this system within the business is audited at regular intervals by both internal and external auditors. The results of these audits are centrally collated for management information and remedial work confirmed.

Please forward all correspondence to

healthandsafetyadmin@greeneking.co.uk

Greene King Risk Team, Westgate Brewery, Bury St. Edmunds, IP33 1QT

HAZARD analysis

CCP

Hazard

Control Measures

Monitoring
and Recording

Corrective
Action

CRITICAL LIMIT

COOKING

Harmful bacteria will survive.

Cook food to a temperature that will destroy harmful bacteria.

All meats and fish including rolled or skewered meat, chicken, gammon, beef burgers, sausages etc.

COOK: to 75°C for 30 seconds.

Whole muscle joints and steaks of beef, or lamb.

COOK: Sear on outside.

Lower heat cooking e.g. pate and terrines. - Alto Shaams.

COOK:
70°C for 2 minutes*
65°C for 10 minutes*
60°C for 45 minutes*

* You will need 2 temperatures, both reaching the target cook temperature, separated by the required number of minutes.

- Probe the centre of thickest part of the meat regularly using a clean, sanitised probe.
- Record the following products –
 1. Burgers and fresh chicken once each day.
 2. Terrines every new pot
 3. Homemade composite dishes such as curries, pies and lasagne once each week.
- Cook eggs until whites are solid.
- Visually check each burger and chicken to ensure juices run clear.

1. If specified cooking temperature is not reached return to heat and continue cooking until specified temperature is reached.

HAZARD analysis

CCP	Hazard	Control Measures	Monitoring and Recording	Corrective Action
CRITICAL LIMIT				
COOLING	Growth of harmful bacteria that survived the cooking process.	<p>Cool foods such as meat or egg and rice dishes as quickly as possible after cooking it, unless it is intended for immediate service.</p> <p>Refrigerate food within 90 minutes from the end of cooking.</p>	Record daily the cooling time of one product, if applicable.	<ol style="list-style-type: none"> 1. If food is not cool enough to refrigerate within 90 minutes, it must be discarded. 2. Increase surface area by halving. Or decant into shallow tray <ul style="list-style-type: none"> • Use an ice bath. • Cover with loose foil and place in coolest part of kitchen. • Do not run under cold water.

HAZARD analysis

CCP	Hazard	Control Measures	Monitoring and Recording	Corrective Action
REFRIGERATED STORAGE	Growth of harmful bacteria. Introduction of harmful bacteria.	CRITICAL LIMIT		
		<p>Store at 8°C or less. Avoid cross contamination. Frozen food must be defrosted in the refrigerator.</p> <p>Certain food such as fish fillets can be defrosted under cold running water, providing this is for a short time period and in the food preparation sink only.</p> <p>Any fridge containing fresh tuna or mackerel must be at 5C or less.</p>	<p>Record twice daily, morning and afternoon. Use fridge dial reading. Once a week calibrate fridge dial against food temperature by following the Calibration policy.</p>	<p>I. If fridge is operating above 8°C, probe the surface temperature of food. If food is above 8°C discard it. If it is below 8°C, repeat process after 1 hour. If temperature is rising remove food to another fridge, even if food temp now exceeds 8°C. Continue to use food according to use by date or day dot.</p>

HAZARD analysis

CCP	Hazard	Control Measures	Monitoring and Recording	Corrective Action
Hot Hold	Growth of pathogenic bacteria, production of toxins, if held for more than 2 hours below 63C.	<p>Any food held hot, must be above 63C.</p> <p>Food may be held hot in kitchen using a variety of equipment.</p> <p>1. Baine Marie.</p> <p>Never use the Baine Marie to re-heat food. Only put hot food in Baine Marie for hot storage.</p> <p>2. Providing that the correct setting is selected, ovens will maintain food above 63C.</p>	<p>Check temperature regularly.</p> <p>Record daily.</p>	<p>Once a hot held food has fallen below 63C, it must be discarded.</p> <p>This does not apply to food in service which is only out of temperature control for short periods.</p> <p>Do not reheat or return to refrigerated storage.</p>

HAZARD analysis

CCP	Hazard	Control Measures	Monitoring and Recording	Corrective Action
CRITICAL LIMIT				
REHEATING	Harmful bacteria that may have survived the cooking process or been introduced post cooking and have multiplied to a dangerous level, may survive the reheat process.	<p>All reheated food such as chicken, lasagne, pies etc. must achieve a core temperature of 75°C for 30 seconds. There is no minimum time if 75°C is exceeded.</p> <p>(In Scotland the reheat temperature must be 82°C or above).</p>	<p>Probe regularly, the centre of reheated food, to be confident that the control measure is being achieved.</p> <p>Record one such temperature each day.</p>	<p>Return to heat until the control measure is achieved.</p> <p>Do not use Baine Marie to reheat food; this is for holding hot food.</p>

HAZARD analysis

SOP	Hazard	Control Measures	Monitoring and Recording	Corrective Action
PHYSICAL	Contamination of food by foreign matter.	<ol style="list-style-type: none">1. Staff training.2. Personal hygiene policy.3. Use of approved suppliers.4. Pest control.5. No glass in kitchen other than dessert area.	Audit, internal and external.	<ol style="list-style-type: none">1. Retrain staff.2. Review supplier.3. Remedial plan drawn up for enhanced Pest contractor activity.

HAZARD analysis

SOP	Hazard	Control Measures	Monitoring and Recording	Corrective Action
CHEMICAL	Contamination of food by chemical.	<ol style="list-style-type: none"> 1. Staff training. 2. Only authorised chemicals permitted in kitchen. 3. Use of approved supplier. 4. Wash all vegetables and salad items which are not packaged as ready to eat. 5. Chemicals to be stored in area separate from food. 6. Containers for chemicals are readily identifiable and should not be mistaken for food containers. 	Audit, internal and external.	<ol style="list-style-type: none"> 1. Retrain staff. 2. Withdrawal of contaminated food. 3. Wash any food which is not supplied washed and ready to eat.

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE AVOID CROSS CONTAMINATION

1. READ THIS IF YOU prepare homemade burgers, chop, mince or butterfly meat

Raw meat preparation (or unwashed vegetables) - you must

- ☐ have a table identified for raw meat preparation, together with controls detailed below.
- ☐ Store nothing under this table other than utensils intended only for use with raw meat (red)
- ☐ Complete all raw meat preparation and return all such food to storage before kitchen commences food sales each day.
- ☐ Wear a disposable apron when cutting or butchering raw meat.

Use the correct coloured chopping board & knife

- RED for RAW meat,
- Brown for unwashed veg
- ☐ Clean raw meat preparation areas and disinfected in accordance with the cleaning policy.
- ☐ Add chopping board and cutting utensils to dishwasher.
- ☐ Discard disposable apron in waste bin.
- ☐ **Do not prepare any raw meat or vegetables on work tops used for ready to eat foods such as sandwiches and desserts, unless the area is designated for both raw & ready to eat.**
In this case, a clearly identified time must be nominated by the pub, after which, raw meat preparation is prohibited.
- ☐ BEFORE any ready to eat preparation commences, complete the 2 stage cleaning process.
- ☐ Use disposable cloths or blue roll for cleaning and discard after use.
- ☐ Replace all boards when they become heavily scored.
- ☐ Use red handled knives ONLY on raw meat and brown knives ONLY on unwashed veg.

Provide a bin adjacent to raw meat preparation table to easily dispose of off cuts and packaging material.

2. READ THIS IF YOU ONLY decant raw meat from packaging into trays*

*This is not preparation, but good controls must be applied to prevent cross contamination

- ☐ Use a table designated for this purpose. If table is dual use, clear it of everything before decanting raw meat.
- ☐ Effectively clean the table after use, using 2 stage cleaning process & before it is employed for other purposes.
- ☐ Clean up any blood spots from floor
- ☐ Retain a dedicated bin adjacent to table so packaging can be discarded without carrying it across kitchen.
- ☐ Always wash hands after handling raw meat or its packaging.

3. Storage

- ☐ Where possible store raw and ready to eat food in different fridges and freezers.
 - ☐ Use a different cling film dispenser for raw & ready to eat/cooked food. One dispenser must be clearly marked for raw food only (red band, coloured sticker or other clearly distinguishable marking). The other dispenser should be used only for cooked or ready to eat food.
 - ☐ If storage is in the same fridge or freezer, follow the layout below;
 - Dairy
 - Cooked meat
 - Salad
 - Vegetable & eggs
 - Raw fish
 - Raw meat
- Food should be covered if necessary to prevent contamination from other food stuffs.

4. Prevent Cross Contamination

- ☐ Use red tongs only for raw meat. Use these when first turning steak until both sides are seared. Once both sides are seared, switch to silver or other coloured tongs & flip again – Remember double flip.
- ☐ Never use red tongs on cooked or ready to eat food. Never use silver/other tongs on raw meat.
- ☐ Wash hands frequently, using the hand wash sink and soap. Dry hands on disposable towels.
- ☐ Employ high standards of personal hygiene. Wash hands using the hand wash technique displayed.
- ☐ If taps are hand operated use disposable towel to turn tap off.
- ☐ Ensure probe is clean and always wipe the probe with a sanitising wipe before inserting in food.

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE CLEANING

- At all times the house Manager is responsible for ensuring the kitchen and other food areas are in a satisfactory state of cleanness.
- The house Manager is responsible for writing and reviewing cleaning schedules where required.
- Ensure Jeyes instructions for dosing of cleaning chemicals are strictly followed at all times, and any necessary PPE is worn.

Two stage clean as you go for work tops and equipment

1. Remove visible dirt, grease and debris from the equipment or work top.

- Apply a solution of detergent using a clean cloth.
- If you are cleaning after preparing red meat, use disposable blue roll and discard after use. • Continue until area is visibly clean.
- Dry the area using disposable paper roll.

2. Spray CI onto the clean surface and leave in place for 30 seconds (anything less and bacteria will not be destroyed.)

- Wipe dry with a disposable paper roll.

End of session kitchen cleaning

- Repeat process above.
- Pay special attention to disinfect items people touch frequently such as taps, knobs, underside of dispensers and fridge or microwave handles.
- sweep the floor to remove food debris, including from under equipment. • Erect the caution wet floor sign.
- Prepare a fresh solution of detergent or if floor heavily soiled or greasy use C32, and apply using a clean mop or deck scrubber.
- Agitate the solution using a deck scrubber, loosening all dirt.
- Use clean hot water in the mop bucket and lift the solution of dirt, grease and detergent off the floor.
- Pull out equipment to clean behind and under cook line, central islands, fridges and freezers, periodically each week.

Utensils

- All soiled utensils must be put through the dish washer
- When raw meat preparation is completed, raw meat knives and utensils may not be used again, until they have been put through the dish washer.
- Clean as you go rather than leaving until later unless safety prevents this.
- Deep fat fryers and overhead canopies must only be cleaned when cold (below 40°C.) • Ensure ice machine is regularly cleaned.

Refuse

- All refuse is to be bagged and removed from the Kitchen as required and at the end of each working day.
- Kitchen bins are not required to have lids.

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE DELIVERY

- Purchase only from suppliers nominated by Greene King central procurement team (unless authorised for Local sourcing – see separate policy).
- Check that food is being delivered at a safe temperature. Record the food temperature of each supplier delivering chilled or frozen food.

This should be taken as a between pack reading.

Reject chilled food above 8°C.

Reject frozen food above -12°C.

Visually check condition of all food on receipt.

- Refrigerate chilled and frozen food as soon as possible following delivery, with a target of no more than 45 mins outside of the chill chain.
- Check sufficient shelf life on stock.
- Food delivered cooked either for re-heating or ready to eat must be given priority in order to maintain product temperature.
- This is a CCP and all such food MUST be refrigerated within 45 minutes of delivery.

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE FREEZER BREAKDOWN

- Freezers should ideally run below -18°C but in any event, no higher than -12°C .
- If freezer is running above -12°C , physically check that food is still frozen. If it is, transfer to another freezer. If defrost has commenced, probe food and if below 8°C , transfer to fridge and apply day dot.
- Do not refreeze defrosted food.
- If food temperature has risen above 8°C , discard it.

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE SHELF LIFE

- Do not use food which is past its manufacturers use by date.
- Any food indicating today's date as its use by date, must be discarded at the end of the day's session. Do not leave it until the morning, by which time it will be out of date.

STANDARD OPERATIONAL PROCEDURE DAY DOTS

1. Apply only to perishable foods such as meat, dairy desserts and soft cheeses which do not carry a use by date and to homemade dishes.
 2. Do not apply to foods with a manufacturer's shelf life shorter or longer than the day dot shelf life of 3 days. Follow the manufacturer's shelf life & apply a hand written HACCP label.
- Unless 2 above applies, ensure you follow the Day Dot chart.
 - Never re day dot and always remove one dot from the food container before applying another.
 - Defrosted foods and homemade dishes will all have day plus 3 as a shelf life.
 - Try to avoid freezing fresh food, but if you must, apply a HACCP label indicating dish, date of production and date for disposal, no more than 3 months later.

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE PERSONAL HYGIENE

- All food handlers must wear clean protective over clothing whilst working in the kitchen.
- Hair must not pose a risk of contaminating food. Long hair must be tied back & covered. Shorter hair and well-trimmed beards may be left uncovered at discretion of pub.
- All cuts and boils must be covered with a blue waterproof dressing.
- Fingernails must be clean.
- **Hands must be washed regularly at the wash basin, but especially after;**
 - Visiting the toilet**
 - Handling raw food**
 - Handling refuse**
 - Before starting work**
 - After smoking/eating**
 - Handling your mobile phone (these are not permitted in kitchen)**
 - Shaking hands**
 - Handling money or paperwork**
- Do not wear false nails or jewellery except plain rings and sleeper earrings.
- Eating is not permitted in the kitchen.
- Personal items including outdoor clothing must not be stored in a food room.
- Always dry hands using a disposable paper towel.

GOOD HAND WASHING TECHNIQUE



1. PALM TO PALM



2. RIGHT PALM OVER BACK OF
LEFT HAND AND LEFT PALM
OVER BACK OF RIGHT HAND



3. PALM TO PALM
FINGERS INTERPLACED



4. BACK OF FINGERS TO OPPOSING PALMS WITH FINGERS
INTERLOCKING



5. ROTATIONAL RUBBING OF RIGHT
THUMB CLASPED IN LEFT PALM
AND VISA VERSA.



6. ROTATIONAL RUBBING, BACKWARDS
AND FORWARDS WITH CLASPED
FINGERS ON RIGHT HAND IN LEFT
PALM AND VISA VERSA.

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE SICKNESS AND STAFF EXCLUSION

- Any person either affected or who has suffered symptoms in the last 7 days of diarrhoea and/or vomiting must immediately report this to their Line Manager
- Such staff will be sent home and may not return to the business until they have been free from symptoms for at least 48 hours. This is counted from the time that symptoms stop of their own accord or from the end of any treatment. You can count from the time of the first normal stool if you aren't sure when symptoms ended.
- The following exceptions apply when diagnosed by a GP. In every case written medical clearance must be obtained before employee can return to food handling duties;
 - Salmonella Typhi and Paratyphi - A,B,C
 - E-Coli 0157
 - Amoebic dysentery
 - Shigella dysenteriae, flexneri and boydii
 - Hepatitis A
 - Vibrio cholerae O1 and O139
 - Tape worm
 - Threadworm - exclude from direct handling and serving of open ready to eat foods until the infected person is treated.
- Any food handler living with a person who is diagnosed with any of the 7 listed illnesses above must also seek confirmation from a GP that they are fit to work, before undertaking further food handling duties. This also applies to any person returning from abroad who has been living with a person diagnosed with above named conditions.
- Food handlers who are ill during trips outside of Europe, North America, Australia & New Zealand or shortly after return should also seek advice from their GP before returning to work.

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE BROKEN GLASS/CROCKERY

- Avoid where possible having glassware or crockery in areas where open food is handled.
- Where it must be stored in the kitchen, e.g. dessert ware, store inverted and do not stack.
- Throw away any chipped, broken or cracked glass or chinaware immediately.
- Dispose of any chipped or broken glass safely and in accordance with the s WOW.
- If a breakage occurs in the kitchen, dispose of all open food within two metres of where the breakage happened and any other food which may have been contaminated. Thoroughly clean the area and inform the duty manager, so it can be checked before recommencing food preparation.
- Ensure light fittings are covered with diffusers wherever this is practical. (Diffusers catch glass in the event of the bulb shattering).

HAZARD analysis

STANDARD OPERATIONAL PROCEDURE PEST CONTROL

- Your business is on a centrally controlled contract with a nominated pest controller. You will have at least 6 routine visits each year. You can call out the pest contractor at any time.
- Regularly check premises for signs of pest infestation, especially in corners and behind cookline, the shelving and floor of dry stores.
- Staff must report any suspected activity to their manager.
- Call the pest contractor where activity is found and request an immediate visit.
- Remove any damaged or contaminated stock and after showing the pest contractor, discard.
- Ensure food debris is regularly cleaned from behind kitchen ranges, fridges and freezers.
- Ensure external areas are kept tidy and free from waste food. Make sure external bins have close fitting lids and solid bases.
- Follow any instruction given by the Pest Control Contractor.
- If you think utensils, work surfaces, or equipment have been contaminated by pests, put through the dishwasher or wipe down with sanitiser before using again.
- Check deliveries for signs of pests. Do not accept any damaged stock.
- Ensure any pest baits left by the contractor are not removed, relocated or tampered with.
- During the summer months, regularly clean the electronic fly killer. To do this, turn it off and empty the tray, where fitted.

HAZARD analysis

DAY DOT SYSTEM

Food prepared or defrosted ON THIS DAY	Apply this COLOURED DAY DOT
MONDAY	Use By THUR
TUESDAY	Use By FRI
WEDNESDAY	Use By SAT
THURSDAY	Use By Sun
FRIDAY	Use By MON
SATURDAY	Use By TUE
SUNDAY	Use By WED

**FOOD NOT USED BY END OF SESSION OF THE DAY INDICATED
BY THE DAY DOT, MUST BE DISCARDED AS PART OF CLOSE
DOWN PROCEDURE THAT DAY**

HAZARD analysis

Acrylamide Mitigation

Acrylamide is a chemical substance naturally formed during the cooking process of foods with high starch content (for example potatoes, bread) when these are cooked at temperatures over 120degC – for example when using processes such as frying, roasting, toasting or baking. Research indicates high levels may increase the risk of developing cancer in humans.

All food businesses are required (under EC Reg 2017/2158) to put in place simple practical steps to manage Acrylamide within their food safety management systems to ensure that Acrylamide levels are as low as reasonably achievable in the foods provided to the end consumer.

Summary of Foods covered by the Regulations
Chips / French fries, potato crisps & other potato products (where deep fried)
Bread & bakery products – including cookies, biscuits, wafers, crackers
Breakfast cereals
Coffee

SUPPLY CHAIN: Greene King have received supplier assurances that all products supplied into central supply chain whether Ready to Eat or in raw form meet the benchmarks values given in the regulations and that where products are destined to be cooked in-house that by following the cooking instructions given levels of Acrylamide will be as low as reasonably achievable.

Sampling is undertaken by suppliers and detailed supplier information is held at Greene King Head Office by the Food Technical Team.

PURCHASE: Purchase the above products only through central supply chain as Greene King have received assurances from suppliers that they are following the relevant mitigation measures to ensure Acrylamide levels are minimised. Where food is supplied ready to eat it should be rejected if it appears overcooked.

















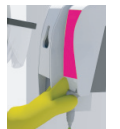



























STORAGE: Store products in line with the instructions given by manufacturers. Where fresh potatoes are to be used for process involving deep frying these should be stored outside of refrigeration, in a cool dark place and at a temperature of above 6degC. Within your dry goods store is ideal.

COOKING: In general terms, the darker the colour of a starchy product, the greater the level of Acrylamide, so to minimise the potential levels in foods the following simple steps should be followed:

- Set fryer oil temperature at 160 - 175degC / Oven no higher than 220degC (200degC Fan)
- If producing "twice cooked fries" pre fry should be under 160degC
- Cook items to a golden yellow colour – avoid cooking to the point where colour is darker or brown.
- Do not over-fill fryer baskets – limit to half full to ensure the contents cook at the same rate
- If cooking smaller quantities than indicated on pack reduce the frying time to avoid excessive browning.
- Ensure oil is skimmed regularly through the day to remove bits.
- Maintain good fryer oil quality – filter and cascade in line with company policy.
- Do not over cook starchy foods
- Where toasting a bread item, this should be lightly toasted, avoid burning the food
- Always follow the manufacturers cooking instruction where given.
- Refer to the photographs on your spec sheets as these indicate the desired colour to achieve.
- Where a food item has been significantly overcooked, do not serve.

MONITORING: Greene King will undertake monitoring of cooking processes at site level by specification checks undertaken by the Food Team. Supplier warranties will be reviewed annually, or where any change is notified to the business.

Kitchen Area Cleaning Chart

Item / Area	Neat Product Hazard	PPE	Product	Dilution Rate
Hand Washing 	 Warning Causes serious eye irritation.		 C18 Bactericidal Hand Soap	Use Neat
Manual General Kitchen Crockery, Utensils, Pots & Pans 	 Warning Causes skin irritation. Causes serious eye irritation.		 C4 Hand Dishwash Detergent	 x1 30ml in sink
Walls and Food Contact Surfaces 	 Danger Causes severe skin burns and eye damage.		 C3s Cleaner / Degreaser	 x1 10ml in 750ml water
Kitchen Equipment & Food Contact Surfaces 	 Danger Causes skin irritation. Causes serious eye damage.		 C1s Cleaner Sanitiser	 x1 10ml in 750ml water
Grills, Ovens & Hot Drawers 	 Danger Causes severe skin burns and eye damage.		 C39 Oven & Grill Cleaner	Use Neat
Crockery & Cutlery 	 Danger Causes skin irritation. Causes serious eye damage.		 C6 Pre-Soak & Destainer	 x1 60ml scoop in 5L water
Bains Maries & Pasta Boilers & Dishwashers 	 Danger Causes severe skin burns and eye damage.		 C5 Heavy Duty Descaler	 50ml in 1L water
Auto Dosed Dishwashing Machines 	 Danger Causes severe skin burns and eye damage.		 A1 Automated Dishwash Detergent	Use only through automated dosing equipment
Auto Dosed Dishwashing Machines 	 Warning Causes serious eye irritation.		 A8 Automated Dishwash Rinse Aid	Use only through automated dosing equipment
Floors 	 Danger Causes severe skin burns and eye damage.		 C3s Cleaner / Degreaser	 x2 20ml in 5L water

For instructions on how to use the above products, please refer to the relevant task card.

V_05_01



Jeyes Professional recommend the use of gloves when users are exposed to cleaning chemicals for a prolonged period. Always consult the product label for up to date health and safety information and PPE guidance. An up to date safety data sheet can be found on the intranet.



WEEK 1

START DATE / /20
MONDAY

Daily Kitchen Temperatures

Time checked?		FRIDGE (<8°C)												FREEZER (<-12°C)												Hot Hold >63°C	Cold Hold ≤8°C
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12		
MON	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
TUE	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
WED	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
THU	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
FRI	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
SAT	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
SUN	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C

	CHILLED DELIVERY		FROZEN DELIVERY			CHILLED DELIVERY		FROZEN DELIVERY	
MON	am		pm		am			am	
TUE	am		pm		am			am	
WED	am		pm		am			am	
THUR	am		pm		am				

Cook/Reheat							Cooling (maximum 90 minutes from heat to fridge)			
Day	Cooking Temp. ≥75° C			Reheat Temp ≥75° C / ≥82° C Scotland			PRODUCT	Start Time	End Time	Minutes
	Product	Time	Core Temp	Menu Item	Action Taken?					
MON	Poultry		°C							
	Beef Burger		°C							
	Reheat		°C							
TUES	Poultry		°C							
	Beef Burger		°C							
	Reheat		°C							
WEDS	Poultry		°C							
	Beef Burger		°C							
	Reheat		°C							
THURS	Poultry		°C							
	Beef Burger		°C							
	Reheat		°C							
FRI	Poultry		°C							
	Beef Burger		°C							
	Reheat		°C							
SAT	Poultry		°C							
	Beef Burger		°C							
	Reheat		°C							
SUN	Poultry		°C							
	Beef Burger		°C							
	Reheat		°C							

LOW TEMPERATURE COOKING (METRO ONLY)					
DATE	DISH	TEMP 1	TIME	TEMP 2	TIME

Meat Roasting

Cook - Serve Where Possible
Cooling – If essential, cool meat quickly – rest for 30 minutes, slice, and allow to cool for up to one hour. Wrap batches in cling-film and place in fridge. If joints are required, split into 2.5KG max sections. Meat does not need to reach room temperature within 90 mins, but must be in refrigeration within 90 minutes.

Date of Roast _____
Refrigerated within _____ Minutes
Date of Roast _____
Refrigerated within _____ Minutes

Food Safety – Chef’s Daily Audit

OPENING PROCEDURES – Complete before service

Food Safety	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Confirm kitchen close down clean from day before was adequate							
Pest control: check for signs such as droppings, confirm none found.							
Complete first fridge/delivery temperature check and fill in temperature log							
Fresh Sanitizer available							
Food probes working & clean & probe wipes available							
All hand wash basins stocked with soap and paper towels & flowing hot water							
Raw Meat Prep completed & area cleaned down							
All other prep completed according to prep and defrost list & labelled							
All equipment clean and ready for service							
All food on site purchased from nominated suppliers or purchasing policy							
I confirm that printed allergen data sheets are the most recent version issued for current menus							

CLOSE DOWN PROCEDURES – Complete before finishing last shift

Food Safety	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All daily cleaning jobs completed & daily cleaning schedule filled in							
All relevant sections of the temperature records completed							
Check all food on site is covered, in date and correctly labelled							
Out of date/ non labelled food discarded and logged as wastage							
Bin and bin area clean and tidy							
Food Quality	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Adequate stock has been taken out to defrost (in the fridge) for the next day according to prep list							
Duty Manager to initial kitchen close down and authorise shift to end	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Comments

A comment must be recorded each day by the Duty Manager

Each box to be initialised by the person who has completed the check

Cleaning Checklist

[illegible]

Each daily box to be initialled by the person who has completed the cleaning

Cleaning method & chemicals on the Jeyes wallcharts

Items will be cleaned daily (D), weekly (W) or monthly (M)

Entries in the Record Book may be used in evidence (eg. with EHO) and therefore MUST BE COMPLETED accurately and authentically. Falsification may result in disciplinary action.

Daily Actions – Including Repairs

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Weekly Wastage

	All wastage to be recorded daily	Value £
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Probe/Fridge/Freezer Calibration Record

Probe Number	Ice point temp °C <small>Should be between -1 °C to 1°C</small>	Satisfactory?	Corrective Action Taken <small>Change probe batteries or order replacement probe from Alliance</small>
Oven Probe 1 ¹			Run calibration program on oven, or order replacement probe from Helpdesk
Oven Probe 2			

Fridge Number	Probe °C	Gauge °C	OK?
	Probe an item of food		
	Gauge and probe should be within 1°C		
1			Yes/No
2			Yes/No
3			Yes/No
4			Yes/No
5			Yes/No
6			Yes/No
7			Yes/No
8			Yes/No
9			Yes/No
10			Yes/No
11			Yes/No
12			Yes/No

Freezer Number	Probe °C	Gauge °C	OK?
	Probe an item of food		
	Gauge and probe should be within 1°C		
1/A			Yes/No
2/B			Yes/No
3/C			Yes/No
4/D			Yes/No
5/E			Yes/No
6/F			Yes/No
7/G			Yes/No
8/H			Yes/No
9/I			Yes/No
10/J			Yes/No
11/K			Yes/No
12/L			Yes/No

Corrective Action:

If fridge gauge is incorrect, tape over the dial, and use an internal thermometer, which can be ordered from Alliance/K&N.

Tester

Print Name	
Sign	

¹ Must include any ovens with a probe – eg Moduline, Altoshham, FWE, Rational etc. If faulty probe has not been repaired/replaced prior to use, contact Risk Manager for advice.

General Manager --- Complete Each Week

FOOD SAFETY RECORD BOOK COMPLETION

I confirm that printed allergen data sheets are the most recent version issued for current menu's & as available on the intranet?	YES	NO	
All checks have been completed correctly – Opening & closing, cleaning schedules, probe calibration etc	YES	NO	
Exceptions to daily checks have been highlighted & corrective action recorded	YES	NO	N/A
Exceptions to weekly checks have been highlighted & corrective action recorded	YES	NO	N/A
The records reflect the standards in the kitchen - <i>Daily Checks & Cleaning Schedule are not a tick-box</i>	YES	NO	
Team player training is up to date - <i>E Learning</i>	YES	NO	N/A
Premises are pest free	YES	NO	
Pest control visit reports in the previous week reviewed & actioned – you log repairs	YES	NO	N/A
NSF and/or EHO Corrective Actions have been completed	YES	NO	N/A

PRACTICES

Food stored in fridges is covered & date labelled	YES	NO	
Food stored in freezers is covered & date labelled	YES	NO	
Food stored in the dry store is covered & date labelled	YES	NO	
Kitchen structure and equipment is in good repair	YES	NO	
If any issues with structure – have they been logged with property helpdesk?	YES	NO	N/A
Kitchen walls, floors, ceilings & doors are clean	YES	NO	
Dishwasher & dishwash area is clean	YES	NO	
Kitchen equipment – fridges, freezers, cookline, cling film dispensers, can opener etc. clean	YES	NO	
Are door handles and hand contact points clean & clear of greasy marks (fridge & freezer handles, microwaves, light switches)	YES	NO	
The wheels and legs of the kitchen equipment are clean	YES	NO	
Kitchen extract canopy, filters, Nobel/Ansul fire nozzles are clean	YES	NO	
Cleaning chemical stock has been checked & an order placed as required	YES	NO	
Cleaning equipment has been checked & an order placed as required	YES	NO	
Team changing facilities are neat, clean and tidy	YES	NO	N/A
Team uniforms are clean and in good repair	YES	NO	
Wash hand basins are in good repair, clean & stocked with soap and hand towels	YES	NO	
The yard is clean & the recycling is stored neatly and to standard	YES	NO	N/A

Completing the checks – Circle YES or NO for each question. Where a “NO” answer is given or problems are identified they must be described below)

I confirm the Kitchen and record book is to standard:

GM Signature.....

Date.....

Comments

WEEK 2

START DATE MONDAY	/	/201
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Daily Kitchen Temperatures

[illegible]

	CHILLED DELIVERY		FROZEN DELIVERY			CHILLED DELIVERY		FROZEN DELIVERY	
MON	am	pm	am	pm	FRI	am	pm	am	pm
TUE	am	pm	am	pm	SAT	am	pm	am	pm
WED	am	pm	am	pm	SUN	am	pm	am	pm
THUR	am	pm	am	pm					

Cook/Reheat										Cooling (maximum 90 minutes from heat to fridge)			
Cooking Temp. ≥75° C			Reheat Temp ≥75° C / ≥82° C Scotland			Action Taken?		PRODUCT	Start Time	End Time	Minutes		
Day	Product	Time	Core Temp	Menu Item									
MON	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
TUES	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
WEDS	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
THURS	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
FRI	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
SAT	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
SUN	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										

LOW TEMPERATURE COOKING (METRO ONLY)					
DATE	DISH	TEMP 1	TIME	TEMP 2	TIME

Meat Roasting

Cook - Serve Where Possible
Cooling – If essential, cool meat quickly – rest for 30 minutes, slice, and allow to cool for up to one hour. Wrap batches in cling-film and place in fridge. If joints are required, split into 2.5KG max sections. Meat does not need to reach room temperature within 90 mins, but must be in refrigeration within 90 minutes.

Date of Roast _____
Refrigerated within _____ Minutes
Date of Roast _____
Refrigerated within _____ Minutes

Food Safety – Chef’s Daily Audit

OPENING PROCEDURES – Complete before service

Food Safety	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Confirm kitchen close down clean from day before was adequate							
Pest control: check for signs such as droppings, confirm none found.							
Complete first fridge/delivery temperature check and fill in temperature log							
Fresh Sanitizer available							
Food probes working & clean & probe wipes available							
All hand wash basins stocked with soap and paper towel & flowing hot water							
Raw Meat Prep completed & area cleaned down							
All other prep completed according to prep and defrost list & labelled							
All equipment clean and ready for service							
All food on site purchased from nominated suppliers or purchasing policy							
I confirm that printed allergen data sheets are the most recent version issued for current menus							

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CLOSE DOWN PROCEDURES – Complete before finishing last shift

Food Safety	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All daily cleaning jobs completed & daily cleaning schedule filled in							
All relevant sections of the temperature records completed							
Check all food on site is covered, in date and correctly labelled							
Out of date/ non labelled food discarded and logged as wastage							
Bin and bin area clean and tidy							
Food Quality	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Adequate stock has been taken out to defrost (in the fridge) for the next day according to prep list							
Duty Manager to initial kitchen close down and authorise shift to end	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Comments

A comment must be recorded each day by the Duty Manager

Each box to be initialised by the person who has completed the check

Cleaning Checklist

[illegible]

Each daily box to be initialled by the person who has completed the cleaning

Cleaning method & chemicals on the Jeyes wallcharts

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Entries in the Record Book may be used in evidence (eg. with EHO) and therefore MUST BE COMPLETED accurately and authentically. Falsification may result in disciplinary action.

Daily Actions – Including Repairs

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Weekly Wastage

	All wastage to be recorded daily	Value £
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Probe/Fridge/Freezer Calibration Record

Probe Number	Ice point temp °C <small>Should be between -1 °C to 1°C</small>	Satisfactory?	Corrective Action Taken <small>Change probe batteries or order replacement probe from Alliance</small>
Oven Probe 1 ¹			Run calibration program on oven, or order replacement probe from Helpdesk
Oven Probe 2			

Fridge Number	Probe °C	Gauge °C	OK?
	Probe an item of food		
	Gauge and probe should be within 1°C		
1			Yes/No
2			Yes/No
3			Yes/No
4			Yes/No
5			Yes/No
6			Yes/No
7			Yes/No
8			Yes/No
9			Yes/No
10			Yes/No
11			Yes/No
12			Yes/No

Freezer Number	Probe °C	Gauge °C	OK?
	Probe an item of food		
	Gauge and probe should be within 1°C		
1/A			Yes/No
2/B			Yes/No
3/C			Yes/No
4/D			Yes/No
5/E			Yes/No
6/F			Yes/No
7/G			Yes/No
8/H			Yes/No
9/I			Yes/No
10/J			Yes/No
11/K			Yes/No
12/L			Yes/No

Corrective Action:

If fridge gauge is incorrect, tape over the dial, and use an internal thermometer, which can be ordered from Alliance/K&N.

Tester

Print Name	
Sign	

¹ Must include any ovens with a probe – eg Moduline, Altoshham, FWE, Rational etc. If faulty probe has not been repaired/replaced prior to use, contact Risk Manager for advice.

General Manager --- Complete Each Week

FOOD SAFETY RECORD BOOK COMPLETION

I confirm that printed allergen data sheets are the most recent version issued for current menu's & as available on the intranet?	YES	NO	
All checks have been completed correctly – Opening & closing, cleaning schedules, probe calibration etc	YES	NO	
Exceptions to daily checks have been highlighted & corrective action recorded	YES	NO	N/A
Exceptions to weekly checks have been highlighted & corrective action recorded	YES	NO	N/A
The records reflect the standards in the kitchen - <i>Daily Checks & Cleaning Schedule are not a tick-box</i>	YES	NO	
Team player training is up to date - <i>E Learning</i>	YES	NO	N/A
Premises are pest free	YES	NO	
Pest control visit reports in the previous week reviewed & actioned – you log repairs	YES	NO	N/A
NSF and/or EHO Corrective Actions have been completed	YES	NO	N/A

PRACTICES

Food stored in fridges is covered & date labelled	YES	NO	
Food stored in freezers is covered & date labelled	YES	NO	
Food stored in the dry store is covered & date labelled	YES	NO	
Kitchen structure and equipment is in good repair	YES	NO	
If any issues with structure – have they been logged with property helpdesk?	YES	NO	N/A
Kitchen walls, floors, ceilings & doors are clean	YES	NO	
Dishwasher & dishwash area is clean	YES	NO	
Kitchen equipment – fridges, freezers, cookline, cling film dispensers, can opener etc. clean	YES	NO	
Are door handles and hand contact points clean & clear of greasy marks (fridge & freezer handles, microwaves, light switches)	YES	NO	
The wheels and legs of the kitchen equipment are clean	YES	NO	
Kitchen extract canopy, filters, Nobel/Ansul fire nozzles are clean	YES	NO	
Cleaning chemical stock has been checked & an order placed as required	YES	NO	
Cleaning equipment has been checked & an order placed as required	YES	NO	
Team changing facilities are neat, clean and tidy	YES	NO	N/A
Team uniforms are clean and in good repair	YES	NO	
Wash hand basins are in good repair, clean & stocked with soap and hand towels	YES	NO	
The yard is clean & the recycling is stored neatly and to standard	YES	NO	N/A

Completing the checks – Circle YES or NO for each question. Where a “NO” answer is given or problems are identified they must be described below)

I confirm the Kitchen and record book is to standard:

GM Signature.....

Date.....

Comments

WEEK 3

START DATE / /201
MONDAY

Daily Kitchen Temperatures

[illegible]

	CHILLED DELIVERY		FROZEN DELIVERY			CHILLED DELIVERY		FROZEN DELIVERY	
MON	am	pm	am	pm	FRI	am	pm	am	pm
TUE	am	pm	am	pm	SAT	am	pm	am	pm
WED	am	pm	am	pm	SUN	am	pm	am	pm
THUR	am	pm	am	pm					

Cook/Reheat										Cooling (maximum 90 minutes from heat to fridge)						
Cooking Temp. ≥75° C			Reheat Temp ≥75° C / ≥82° C Scotland			Action Taken?				PRODUCT	Start Time	End Time	Minutes			
Day	Product	Time	Core Temp	Menu Item												
MON	Poultry		°C													
	Beef Burger		°C													
	Reheat		°C													
TUES	Poultry		°C													
	Beef Burger		°C													
	Reheat		°C													
WEDS	Poultry		°C													
	Beef Burger		°C													
	Reheat		°C													
THURS	Poultry		°C													
	Beef Burger		°C													
	Reheat		°C													
FRI	Poultry		°C													
	Beef Burger		°C													
	Reheat		°C													
SAT	Poultry		°C													
	Beef Burger		°C													
	Reheat		°C													
SUN	Poultry		°C													
	Beef Burger		°C													
	Reheat		°C													

LOW TEMPERATURE COOKING (METRO ONLY)					
DATE	DISH	TEMP 1	TIME	TEMP 2	TIME

Meat Roasting

Cook - Serve Where Possible
Cooling – If essential, cool meat quickly – rest for 30 minutes, slice, and allow to cool for up to one hour. Wrap batches in cling-film and place in fridge. If joints are required, split into 2.5KG max sections. Meat does not need to reach room temperature within 90 mins, but must be in refrigeration within 90 minutes.

Date of Roast _____
Refrigerated within _____ Minutes
Date of Roast _____
Refrigerated within _____ Minutes

Food Safety – Chef’s Daily Audit

OPENING PROCEDURES – Complete before service

Food Safety	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Confirm kitchen close down clean from day before was adequate							
Pest control: check for signs such as droppings, confirm none found.							
Complete first fridge/delivery temperature check and fill in temperature log							
Fresh Sanitizer available							
Food probes working & clean & probe wipes available							
All hand wash basins stocked with soap and paper towel & flowing hot water							
Raw Meat Prep completed & area cleaned down							
All other prep completed according to prep and defrost list & labelled							
All equipment clean and ready for service							
All food on site purchased from nominated suppliers or purchasing policy							
I confirm that printed allergen data sheets are the most recent version issued for current menus							

CLOSE DOWN PROCEDURES – Complete before finishing last shift

Food Safety	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All daily cleaning jobs completed & daily cleaning schedule filled in							
All relevant sections of the temperature records completed							
Check all food on site is covered, in date and correctly labelled							
Out of date/ non labelled food discarded and logged as wastage							
Bin and bin area clean and tidy							
Food Quality	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Adequate stock has been taken out to defrost (in the fridge) for the next day according to prep list							
Duty Manager to initial kitchen close down and authorise shift to end	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Comments

A comment must be recorded each day by the Duty Manager

Each box to be initialised by the person who has completed the check

Cleaning Checklist

[illegible]

Each daily box to be initialled by the person who has completed the cleaning

Cleaning method & chemicals on the Jeyes wallcharts

Items will be cleaned daily (D), weekly (W) or monthly (M)

Entries in the Record Book may be used in evidence (eg. with EHO) and therefore **MUST BE COMPLETED** accurately and authentically. Falsification may result in disciplinary action.

Daily Actions – Including Repairs

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Weekly Wastage

	All wastage to be recorded daily	Value £
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Probe/Fridge/Freezer Calibration Record

Probe Number	Ice point temp °C <small>Should be between -1 °C to 1°C</small>	Satisfactory?	Corrective Action Taken <small>Change probe batteries or order replacement probe from Alliance</small>
Oven Probe 1 ¹			Run calibration program on oven, or order replacement probe from Helpdesk
Oven Probe 2			

Fridge Number	Probe °C	Gauge °C	OK?
	Probe an item of food		
	Gauge and probe should be within 1°C		
1			Yes/No
2			Yes/No
3			Yes/No
4			Yes/No
5			Yes/No
6			Yes/No
7			Yes/No
8			Yes/No
9			Yes/No
10			Yes/No
11			Yes/No
12			Yes/No

Freezer Number	Probe °C	Gauge °C	OK?
	Probe an item of food		
	Gauge and probe should be within 1°C		
1/A			Yes/No
2/B			Yes/No
3/C			Yes/No
4/D			Yes/No
5/E			Yes/No
6/F			Yes/No
7/G			Yes/No
8/H			Yes/No
9/I			Yes/No
10/J			Yes/No
11/K			Yes/No
12/L			Yes/No

Corrective Action:

If fridge gauge is incorrect, tape over the dial, and use an internal thermometer, which can be ordered from Alliance/K&N.

Tester

Print Name	
Sign	

¹ Must include any ovens with a probe – eg Moduline, Altoshham, FWE, Rational etc. If faulty probe has not been repaired/replaced prior to use, contact Risk Manager for advice.

General Manager --- Complete Each Week

FOOD SAFETY RECORD BOOK COMPLETION

I confirm that printed allergen data sheets are the most recent version issued for current menu's & as available on the intranet?	YES	NO	
All checks have been completed correctly – Opening & closing, cleaning schedules, probe calibration etc	YES	NO	
Exceptions to daily checks have been highlighted & corrective action recorded	YES	NO	N/A
Exceptions to weekly checks have been highlighted & corrective action recorded	YES	NO	N/A
The records reflect the standards in the kitchen - <i>Daily Checks & Cleaning Schedule are not a tick-box</i>	YES	NO	
Team player training is up to date - <i>E Learning</i>	YES	NO	N/A
Premises are pest free	YES	NO	
Pest control visit reports in the previous week reviewed & actioned – you log repairs	YES	NO	N/A
NSF and/or EHO Corrective Actions have been completed	YES	NO	N/A

PRACTICES

Food stored in fridges is covered & date labelled	YES	NO	
Food stored in freezers is covered & date labelled	YES	NO	
Food stored in the dry store is covered & date labelled	YES	NO	
Kitchen structure and equipment is in good repair	YES	NO	
If any issues with structure – have they been logged with property helpdesk?	YES	NO	N/A
Kitchen walls, floors, ceilings & doors are clean	YES	NO	
Dishwasher & dishwash area is clean	YES	NO	
Kitchen equipment – fridges, freezers, cookline, cling film dispensers, can opener etc. clean	YES	NO	
Are door handles and hand contact points clean & clear of greasy marks (fridge & freezer handles, microwaves, light switches)	YES	NO	
The wheels and legs of the kitchen equipment are clean	YES	NO	
Kitchen extract canopy, filters, Nobel/Ansul fire nozzles are clean	YES	NO	
Cleaning chemical stock has been checked & an order placed as required	YES	NO	
Cleaning equipment has been checked & an order placed as required	YES	NO	
Team changing facilities are neat, clean and tidy	YES	NO	N/A
Team uniforms are clean and in good repair	YES	NO	
Wash hand basins are in good repair, clean & stocked with soap and hand towels	YES	NO	
The yard is clean & the recycling is stored neatly and to standard	YES	NO	N/A

Completing the checks – Circle YES or NO for each question. Where a “NO” answer is given or problems are identified they must be described below)

I confirm the Kitchen and record book is to standard:

GM Signature.....

Date.....

Comments

WEEK 4

START DATE / /201
MONDAY

Daily Kitchen Temperatures

Time checked?		FRIDGE (<8°C)												FREEZER (<-12°C)												Hot Hold >63°C	Cold Hold ≤8°C	
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	K	L	
MON	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
TUE	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
WED	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
THU	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
FRI	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
SAT	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
SUN	Am	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
	Pm	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C

	CHILLED DELIVERY		FROZEN DELIVERY			CHILLED DELIVERY		FROZEN DELIVERY	
MON	am		pm			am		pm	
TUE	am		pm			am		pm	
WED	am		pm			am		pm	
THUR	am		pm			am		pm	

Cook/Reheat										Cooling (maximum 90 minutes from heat to fridge)			
Day	Cooking Temp. ≥75° C			Reheat Temp ≥75° C / ≥82° C Scotland			Action Taken?	PRODUCT	Start Time	End Time	Minutes		
	Product	Time	Core Temp	Menu Item									
MON	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
TUES	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
WEDS	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
THURS	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
FRI	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
SAT	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										
SUN	Poultry		°C										
	Beef Burger		°C										
	Reheat		°C										

LOW TEMPERATURE COOKING (METRO ONLY)					
DATE	DISH	TEMP 1	TIME	TEMP 2	TIME

Meat Roasting

Cook - Serve Where Possible
Cooling – If essential, cool meat quickly – rest for 30 minutes, slice, and allow to cool for up to one hour. Wrap batches in cling-film and place in fridge. If joints are required, split into 2.5KG max sections. Meat does not need to reach room temperature within 90 mins, but must be in refrigeration within 90 minutes.

Date of Roast _____
Refrigerated within _____ Minutes
Date of Roast _____
Refrigerated within _____ Minutes

Food Safety – Chef’s Daily Audit

OPENING PROCEDURES – Complete before service

Food Safety	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Confirm kitchen close down clean from day before was adequate							
Pest control: check for signs such as droppings, confirm none found.							
Complete first fridge/delivery temperature check and fill in temperature log							
Fresh Sanitizer available							
Food probes working & clean & probe wipes available							
All hand wash basins stocked with soap and paper towel & flowing hot water							
Raw Meat Prep completed & area cleaned down							
All other prep completed according to prep and defrost list & labelled							
All equipment clean and ready for service							
All food on site purchased from nominated suppliers or purchasing policy							
I confirm that printed allergen data sheets are the most recent version issued for current menus							

CLOSE DOWN PROCEDURES – Complete before finishing last shift

Food Safety	Mon	Tue	Wed	Thu	Fri	Sat	Sun
All daily cleaning jobs completed & daily cleaning schedule filled in							
All relevant sections of the temperature records completed							
Check all food on site is covered, in date and correctly labelled							
Out of date/ non labelled food discarded and logged as wastage							
Bin and bin area clean and tidy							
Food Quality	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Adequate stock has been taken out to defrost (in the fridge) for the next day according to prep list							
Duty Manager to initial kitchen close down and authorise shift to end	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<div> <div>Comments</div> <div> A comment must be recorded each day by the Duty Manager </div> </div>							

Each box to be initialised by the person who has completed the check

Cleaning Checklist

[illegible]

Each daily box to be initialled by the person who has completed the cleaning

Cleaning method & chemicals on the Jeyes wallcharts

Items will be cleaned daily (D), weekly (W) or monthly (M)

Entries in the Record Book may be used in evidence (eg. with EHO) and therefore **MUST BE COMPLETED** accurately and authentically. Falsification may result in disciplinary action.

Daily Actions – Including Repairs

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Weekly Wastage

	All wastage to be recorded daily	Value £
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Probe/Fridge/Freezer Calibration Record

Probe Number	Ice point temp °C <small>Should be between -1 °C to 1°C</small>	Satisfactory?	Corrective Action Taken <small>Change probe batteries or order replacement probe from Alliance</small>
Oven Probe 1 ¹			Run calibration program on oven, or order replacement probe from Helpdesk
Oven Probe 2			

Fridge Number	Probe °C	Gauge °C	OK?
	Probe an item of food		
	Gauge and probe should be within 1°C		
1			Yes/No
2			Yes/No
3			Yes/No
4			Yes/No
5			Yes/No
6			Yes/No
7			Yes/No
8			Yes/No
9			Yes/No
10			Yes/No
11			Yes/No
12			Yes/No

Freezer Number	Probe °C	Gauge °C	OK?
	Probe an item of food		
	Gauge and probe should be within 1°C		
1/A			Yes/No
2/B			Yes/No
3/C			Yes/No
4/D			Yes/No
5/E			Yes/No
6/F			Yes/No
7/G			Yes/No
8/H			Yes/No
9/I			Yes/No
10/J			Yes/No
11/K			Yes/No
12/L			Yes/No

Corrective Action:

If fridge gauge is incorrect, tape over the dial, and use an internal thermometer, which can be ordered from Alliance/K&N.

Tester

Print Name	
Sign	

¹ Must include any ovens with a probe – eg Moduline, Altoshham, FWE, Rational etc. If faulty probe has not been repaired/replaced prior to use, contact Risk Manager for advice.

General Manager --- Complete Each Week

FOOD SAFETY RECORD BOOK COMPLETION

I confirm that printed allergen data sheets are the most recent version issued for current menu's & as available on the intranet?	YES	NO	
All checks have been completed correctly – Opening & closing, cleaning schedules, probe calibration etc	YES	NO	
Exceptions to daily checks have been highlighted & corrective action recorded	YES	NO	N/A
Exceptions to weekly checks have been highlighted & corrective action recorded	YES	NO	N/A
The records reflect the standards in the kitchen - <i>Daily Checks & Cleaning Schedule are not a tick-box</i>	YES	NO	
Team player training is up to date - <i>E Learning</i>	YES	NO	N/A
Premises are pest free	YES	NO	
Pest control visit reports in the previous week reviewed & actioned – you log repairs	YES	NO	N/A
NSF and/or EHO Corrective Actions have been completed	YES	NO	N/A

PRACTICES

Food stored in fridges is covered & date labelled	YES	NO	
Food stored in freezers is covered & date labelled	YES	NO	
Food stored in the dry store is covered & date labelled	YES	NO	
Kitchen structure and equipment is in good repair	YES	NO	
If any issues with structure – have they been logged with property helpdesk?	YES	NO	N/A
Kitchen walls, floors, ceilings & doors are clean	YES	NO	
Dishwasher & dishwash area is clean	YES	NO	
Kitchen equipment – fridges, freezers, cookline, cling film dispensers, can opener etc. clean	YES	NO	
Are door handles and hand contact points clean & clear of greasy marks (fridge & freezer handles, microwaves, light switches)	YES	NO	
The wheels and legs of the kitchen equipment are clean	YES	NO	
Kitchen extract canopy, filters, Nobel/Ansul fire nozzles are clean	YES	NO	
Cleaning chemical stock has been checked & an order placed as required	YES	NO	
Cleaning equipment has been checked & an order placed as required	YES	NO	
Team changing facilities are neat, clean and tidy	YES	NO	N/A
Team uniforms are clean and in good repair	YES	NO	
Wash hand basins are in good repair, clean & stocked with soap and hand towels	YES	NO	
The yard is clean & the recycling is stored neatly and to standard	YES	NO	N/A

Completing the checks – Circle YES or NO for each question. Where a “NO” answer is given or problems are identified they must be described below)

I confirm the Kitchen and record book is to standard:

GM Signature.....

Date.....

Comments

